Information Management

QUICK REFERENCE GUIDE TO DEVELOPING DEPARTMENTAL PUBLICATIONS INDEXES

Part 1--Before You Start

☞ **What is an Index?--**Indexes are informational publications that serve to guide, point out, or otherwise facilitate reference. Indexes are not supplement-ed, nor are they changed by Interim Message Changes.

☞ **Research--**Ask your organization's Customer Account Representative (CAR) if a copy of AFI 37-160, volume 1, is in your organizational publication library. This publication is in the volumes of documents called *The Air Force Publications and Forms Management Programs*. Volume 1 is *Developing and Processing Publications.* If it is not, ask your CAR to put your organization on requirements for it, as well as requisition it. If it is in your library, check it out and read it. This publication forms the foundation to developing and processing publications within the Air Force.

☞ **Requesting Authority to Develop an Air Force Index--**This is a two-step process:

• First, you need to establish a system of special publications. AFI 37-160, volume 1, section F, covers all the guidance you will need. You will need to prepare an Air Force Instruction (AFI) that tells readers what the index intends to list, and a variety of other procedures.

• Second, you will need an index to list the products that flow from the special publications system, which tells potential customers of those products on how to obtain them.

• For both of these products, you must send SAF/AAIPS a memorandum requesting that approval. SAF/AAIPS must coordinate on your AFI and AFIND before you can publish it.

☞ **Planning Your Index--**Start by gathering all the materials you need for your index. This includes your current list of the various products you intend to index. Generally, most offices of primary responsibility (OPR) publish their AFINDs twice yearly (i.e., January and July)--others that need revision more frequently appear every calendar quarter (i.e., January, April, July, and October).

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Eventually, all indexes will be incorporated on the Air Force Electronic Publishing Library (AFEPL)--the Air Force CD-ROM.

Part 2--Minimum Development Standards

☞ **Font Sizes and Names--**Select Times New Roman® as the font your index will be set in (See Part 4). All text except the title will be in 10-point type. Set the header information for the first page in bold and italics. Put the index title in bold and italic 12-point Times New Roman font. Look at AFIND 2 for an accurate example.

☞ **Publication Date and Ending Period--**Every index has a publication date-- the one on which the index is published, and an ending period date--the one that closed out the index. This latter date is always earlier that the date of publication. Attempt to give the product a publication date that is reasonably close to the time that it will be published. That helps the user. Do not include items in the index that are dated after the close out of the index.

☞ **Publication Title--**Use only the title approved by SAF/AAIP.

☞ **Purpose Paragraph--**Tell your reader what you index includes, to whom it applies, who prepares it, and how to suggest improvements.

☞ **Directing Queries--**Include the address of the activity that is responsible for the preparation of the index; e.g., "SAF/AAIPS, 170 Luke Avenue, Suite 300, Bolling AFB DC 20332-5113." Do not use telephone numbers.

☞ **Table of Contents--**If you have a variety of products, categorize them in separate sections. As a rule of thumb, if your index is over 10 pages, include a table of contents. Do not use attachments to list different products--only sections. List all of your product types in bold and italic type like this, and put the page number at the right:

Section A--Current Specialty Training Standards..3

☞ **Explanation of Symbols--**Every index has a series of special symbols that enable the person who compiles the index and reader to quickly understand what was revised from an earlier edition, the short-title of the publication, how months are expressed, the functional address symbol (FAS) of the OPR, and any special codes or abbreviations needed to help the reader requisition the product.

☞ **Revisions--**Tell readers of your indexes how you will make revisions of your products. Note that we no longer publish page changes to departmental publi- cations--only revisions. This is to accommodate electronic publishing, with paper being a by-product.

☞ **Initial Distribution and Resupply--**Tell your readers that you will announce new and revised publications in the *Air Force Publishing Bulletin* (AFPB). This means that you will have to send SAF/AAIPDQ a functional statement when you have a new publication. See AFI 37-160, volume 1, paragraph 3.30, for guidance.

☞ **Classified and For Official Use Only (FOUO) Documents--**If you index classified documents, indicate the classification in parentheses. If the long title is classified, state the classification and *do not* include the title. If the document is designated as FOUO, indicate that at the beginning of the long title.

☞ **Obsolete Section--**List the products that became obsolete since the last edition of the index in the last section in your index. Tell your readers the short title of the publication, its publication date, and the action taken of the item; e.g., rescinded, or identification and date of the item that superseded it.

☞ **Authentication--**Include the name and title of your two-letter signatory on the last page of the index.

Part 3--The Index List

☞ **Short and Long Titles--**Every product that the Air Force Publishing Distribution Center (AFPDC) or other source distributes has both a short and long title. For example, this is a short title: AFIND2. Note that there is *no* spacing between the type of publication--AFIND, and 2--the sequence number. This is a system-driven requirement--not a mistake. The long title is the complete title of the publication. For example, the long title for AFI 37-160, volume 1, is *"The Air Force Publications and Forms Management Programs--Developing and Processing Publications"*. If you have products that are volumes, you must both indicate the title of the whole set and the title of the individual volume. If you index product not distributed by the AFPDC, you must give an address for the source. If costs are involved, give the requester the dollar amount needed to purchase it. If it is a US Government product, include the National Stock Number (NSN), or International Standard Book Number (ISBN).

☞ **Dates--**Express dates in a abbreviated form, e.g., NO94 for November 1994. We express dates as JA, FB, MR, AP, MA. JN, JL, AU, SE, OC, NO, and DE, respectively.

☞ **Page Count--**We always include page count for a specific reason. When an individual requests publications under the Freedom of Information Act, we are able to have the requester reimburse the US Government based on a page count. It's important to us to recoup costs from the requester. Count the number of pages on which there is print. Blank pages do not count.

Part 4--Electronic Preparation Standards

☞ **Software Standards--**Prepare all AFINDs using Microsoft Word for Windows® (preferably Version 6.0, or if not available, Version 2.0), and store the material on a 3½-inch MS-DOS formatted diskette (720Kb or 1.44Mb). Format the text on the diskette single-spaced, in 10-point Times New Roman, flush left and unjustified. If you use graphics, include them on the same diskette. For graphics, the format must be Microsoft PowerPoint for Windows® (Version 3.0), and stored on a 3½-inch (1.44Mb) MS-DOS formatted diskette. No other versions are acceptable. Send a copy of the paper manuscript with the diskette, together with a fully coordinated, certified, and approved AF Form 673, **Request to Issue Publication**.

☞ **The Air Force Seal--**Do not import a TIFF file of the Air Force Seal on the first page of your electronic file--it takes a considerable amount of memory (180 Kb) and slows print output. SAF/AAIP will put the seal into the electronic file before they release the index for publication.

Part 5--How You Can Reach Us

☞ If you have a problem with developing or revising an index that you can't resolve by referring to AFI 37-160, volume 1, please contact our Publications and Forms Management Branch directly. You can reach us by:

Telephone DSN 297-4557 or 1-202-767-4557
Facsimile DSN 297-4676 or 1-202-767-4676
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